

Complete, print, sign and submit the form by one of the following methods: Fax (470) 578-9097; mail: Office of the Registrar, 585 Cobb Avenue, MD 0116, ATTN: Graduation Coordinator, Kennesaw, GA 30144-5591; scan and email form to registrar@kennesaw.edu; or bring the form to: **Kennesaw Campus** - GATES (a division of the Office of the Registrar) or **Marietta Campus** - Building B.  
Office Hours: Monday-Friday, 8:00 am - 5:00 pm

## REPLACEMENT DIPLOMA REQUEST FORM KENNESAW STATE UNIVERSITY

**PLEASE NOTE:** If you need the Diploma apostilled, you must complete the Apostille form found our website.

NAME \_\_\_\_\_ KSU ID # \_\_\_\_\_ DOB (m/d/yyyy) \_\_\_\_\_

Other names used during attendance

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_ @students.kennesaw.edu

Diploma Name (should correspond to legal name)

Degree Earned (BA, BS, etc.) \_\_\_\_\_ Major \_\_\_\_\_

GRADUATION TERM/YEAR \_\_\_\_\_ TERM \_\_\_\_\_ YEAR \_\_\_\_\_ Number of Copies at \$30 per copy \_\_\_\_\_

Mail to:

Name and Address

Pick up in person by student at the Kennesaw Campus.  
(Photo ID Required)

Please be aware that this process takes **15 - 20 business days** to complete. During our heavy processing times (end of term, etc.), the turn-around time may expand to 30 business days. A \$30 charge for each replacement diploma will be assessed to your student account; payment is required in 30 days. If you have access to Owl Express, you can pay this charge as you would any other charge on your student account. If you DO NOT have access to Owl Express, you can pay the Bursar's Office at the time of pickup or you may mail the payment to Office of the Bursar, 395 Cobb Avenue, MD 0503, , Kennesaw GA 30144.

**By signing below, I understand the processing time and agree to any fees that will be charged if I request a replacement diploma(s).**

Student Signature \_\_\_\_\_

Current Date \_\_\_\_\_